



HM Government

**SUPPORT FOR BEREAVED FAMILIES OF EMERGENCY
SERVICES PERSONNEL**

**CALL FOR AN ENDOWMENT AND SUPPORT PARTNER –
GUIDANCE INFORMATION FOR APPLICANTS**

OCTOBER 2014

SUPPORT FOR BEREAVED FAMILIES OF EMERGENCY SERVICES PERSONNEL

Background

1. As part of the December 2013 Autumn Statement, it was announced that over £8 million of LIBOR fines will be invested through voluntary, community, and social enterprise (VCSE) organisations in England to support emergency services personnel and their dependents who are injured, suffering ill-health, or bereaved, as a result of active service for the public.
2. For the purposes of this funding, emergency services personnel includes police, ambulance, fire and search and rescue organisations¹ – and covers volunteers as well as paid roles.
3. The Cabinet Office is responsible for managing this programme of funding, working in partnership with other Government Departments and HM Treasury.
4. Our guiding principle is to invest the funds fairly and equitably on the basis of needs of personnel and their dependents across the emergency services.
5. To help ensure that the money is invested fairly, equitably and sustainably, the Cabinet Office engaged New Philanthropy Capital (NPC) to help draw in views and evidence to determine the best use of the money. An online survey and call for evidence opened in April 2014 and the results, published on the 3rd October 2014 highlighted three key priority areas and some overriding principles for the allocation of funding. This evidence resulted in a series of direct strategic funding awards to charitable organisations to support emergency services personnel with their mental and physical health needs.

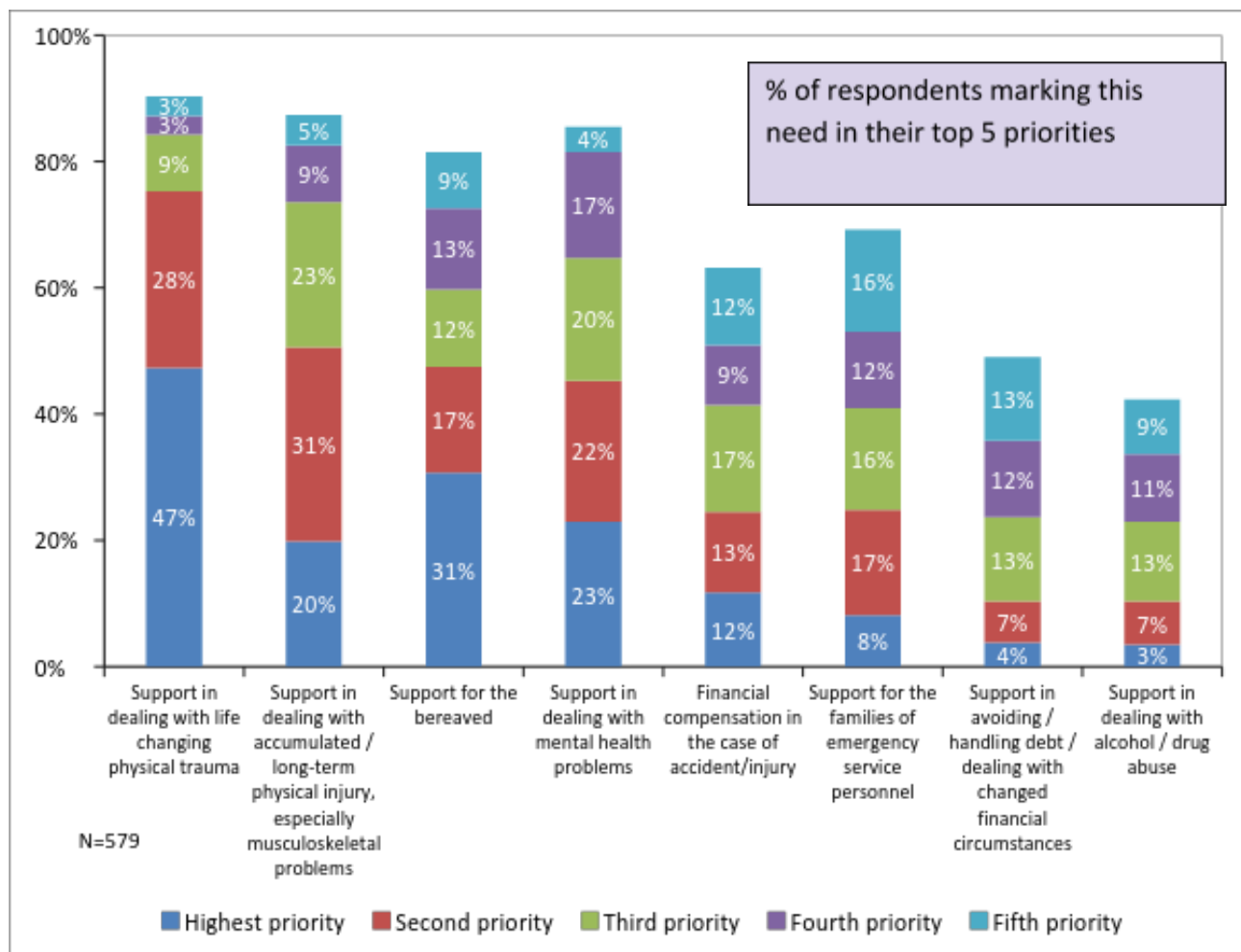
Support to Bereaved Families

6. A rare, but tragic issue identified through the consultation processes is the risk of people dying while on active service. Feedback provided was that when a death occurs the dependents of the service personnel often have short-term cash flow needs before any death-in-service payment comes through. They may also have social and psychological needs in the long-term, and many stakeholders talked of the need to continue to make their dependents feel part of the services.²
7. Of the respondents to the NPC online survey, 68% marked support for the bereaved in their top 5 priorities for funding based on the numbers of people involved and 82% marked it in their top 5 priorities based on the depth of impact it has for those involved. Alongside support for those dealing with mental health and physical health issues, support to bereaved families was therefore determined as one of the three priority areas for the available funding.

¹ Search and rescue is an operation normally coordinated by a rescue coordination authority using available personnel and facilities to locate persons in distress, potential distress or missing and recover them, providing initial medical or other needs and deliver them to a place of safety.

² <http://www.thinknpc.org/publications/needs-of-emergency-service-personnel-and-their-families/>

PRIORITISATION OF NEEDS BASED ON DEPTH OF IMPACT



8. There is already a variety of support provided by VCSE organisations to bereaved emergency services families. However, it is clear from the responses to the online survey that the level of this support can be enhanced, potentially made available to more people across the emergency services and be put on a more sustainable footing. There may also be value in bringing services together.
9. The Government therefore intends to establish an endowment of £1 million to support the dependents of emergency services personnel who have become bereaved as a result of active service in England. The endowment should be invested to generate a sustainable and regular income. The income generated should support the dependents of emergency services personnel as the need arises.

Call for an endowment and support partner

10. The Government is inviting organisations to apply to manage this endowment and the resultant support offer to bereaved families. The endowment will be awarded as a grant and we are looking to grant fund a single organisation (or a partnership/consortia of organisations with a lead body) who can work across the emergency services personnel to provide this support. The organisation should:
- be from the voluntary, community or social enterprise (VCSE) sector;
 - be able to manage an endowment of this size and the returns to be generated (demonstrating a track record of financial management);
 - be able to provide and promote a package of appropriate support for bereaved dependents of police, ambulance, fire and search and rescue volunteers and paid personnel who have died in active service in England as the need arises (based on a simple application process).

Overview of requirements

11. The Government recognises that organisations working to support emergency services personnel and organisations supporting bereaved families have a vast amount of experience in this arena. These organisations are best placed to understand what people need and we do not want to set out what support should be available. Instead we are looking for organisations to set out what support they feel should be provided to bereaved dependents and can be funded through the endowment. We are not looking to fund memorial based provision however.
12. The Government also recognises that there is already support available to bereaved families of emergency services personnel and we do not want to duplicate or cut across this much valued work. Instead we are asking that organisations set out how and what additional support can be provided.
13. We would welcome bids from partnerships of organisations that can work across the emergency services to ensure that it is open to all. There may also be benefit in a cross-sector partnership – for example a specialist bereavement support organisation working with emergency services bodies.
14. We expect that the organisation(s) involved will design a simple and accessible application/engagement process for families to be able to access the support on offer. They will also be responsible for promoting the offer to families.
15. The organisation must be able to manage the endowment fund which will need to be invested by 31st March 2015 and held for a minimum of 12 months. During that time any income generated from the endowment can be used to provide support for bereaved dependents as needed and can pay for any running costs. Final details of how the endowment will operate will be agreed by the Cabinet Office with the chosen partner. After the 12 month period there may be an option of beginning to access the original £1 million in the endowment if this is

required to provide support to families. This will need to be done in consultation with the Cabinet Office.

16. Organisations should complete the accompanying application form to apply to be the Government's partner in this funding.

Application process and further information

17. This information document and application form was published on 3rd October 2014

18. The deadline for applications is **10 am on Thursday 4th December**

19. Applications should be sent electronically to ocs.info@cabinet-office.gsi.gov.uk

20. In the subject line of the application please mark it **BEREAVEMENT ENDOWMENT APPLICATION**. Bids will not be opened until the deadline has passed.

21. If you have a question relating to this application process please email ocs.info@cabinet-office.gsi.gov.uk with the subject heading **BEREAVEMENT ENDOWMENT QUESTION**. Where appropriate answers of general interest will be published on www.gov.uk

22. Your application should consist of answers to all the questions in the application form along with:

- 2 year's worth of the most recent financial accounts (please provide electronic copies of the documents or links to where they can be accessed) or equivalent documents (for the lead organisation only if submitting as part of a partnership). We will undertake a light touch financial evaluation on the successful organisation before entering into a grant agreement for the endowment
- A completed charity commission internal financial controls checklist

<http://www.charitycommission.gov.uk/detailed-guidance/money-and-accounts/internal-financial-controls-for-charities-cc8/internal-financial-controls-for-charities-checklist-cc8/>

- The names and contact details of 2 references of previous funders that we can contact (we will only contact the successful organisations referees)

23. Only one grant agreement will be entered into following the evaluation process (see Evaluation of bids section) which we expect will be concluded by the end of December.

24. Once the evaluation process has concluded, the Cabinet Office will enter into a grant agreement with the successful lead organisation. This grant agreement will need to be signed by the Chief Executive and Chair of the organisation. Once the grant agreement is in place, the Cabinet Office will pay over the endowment fund which must be invested in the agreed investment vehicle by 31st March 2015. Any set up costs will also be paid over as appropriate

(the grant offer will set out a payment profile - which we expect to end in March 2015). The Cabinet Office will monitor progress of the scheme through its grant monitoring processes.

25. Bidders will not be entitled to claim from the Cabinet Office any costs or expenses which may be incurred in applying for this grant opportunity.
26. All information supplied by you to the Cabinet Office will be treated in confidence except where we are obliged to meet our responsibilities under the Freedom of Information Act 2000. All information submitted may need to be disclosed if a request is made under the Act.
27. The Cabinet Office reserves the right not to award a grant following this process.
28. Written feedback will be provided to all bidders.

Evaluation of bids

29. Once the deadline has passed the Cabinet office will assess all applications. Applications will be scored based on the responses to the scored questions (Questions 8 to 16 in the accompanying application form) with the following weightings:

Area of questioning	Relevant Questions	Weighting
PARTNERSHIP WORKING	Q8 and Q9	2
ENDOWMENT MANAGEMENT	Q10	3
SUPPORT OFFER	Q11, Q12, Q13 and Q14	4
BUDGET AND IMPLEMENTATION PLANS	Q15 and Q16	1

30. Each section will be given a score out of 5 (then multiplied by the weighting – so the maximum score will be 50) where:

1	The proposal significantly fails to meet the requirements set out – overall it is not possible from the information provided to gain any assurance on the plans
2	Mostly fails to meet the requirements although meets in parts
3	Mostly meets the requirements but fails in parts
4	Almost meets the requirement in full
5	Completely meets the requirements as set out with robust supporting evidence

31. Under each section we are looking to fund a proposal that meets the following requirements:

PARTNERSHIP WORKING - Q8 and Q9

We are looking to fund a proposal that:

- Has a strong partnership approach – involving organisations from across all the relevant emergency services and possibly also specialist bereavement support organisations where appropriate (Q8)
- We will not necessarily favour a bid that proposes a formal partnership - however we are looking for a proposal with the ability to connect meaningfully across all the relevant emergency services. Where a formal partnership is not proposed, we would expect the proposal to have a clear plan for ongoing engagement with a range of relevant organisations and ideally to have solicited support from other organisations prior to bidding (Q9)
- Sets out clearly how the partners will work together to manage the programme – including for example how partners will agree the processes for accessing the funds, how the partnership will actually provide the support to bereaved families and how partners will work together to promote the support available (Q9)

ENDOWMENT MANAGEMENT - Q10

We are looking to fund a proposal that:

- Sets out a clear, simple and appropriate investment strategy that safeguards the initial endowment money, but provides a reasonable level of income to be able to provide support to bereaved families as and when the need arises
- Explains clearly the relevant internal governance processes that will be adopted to manage and safeguard the money

- Sets out the financial reporting that would apply to the monies (internally and to any relevant partners)
- Sets out any relevant experience of managing endowment funds

SUPPORT OFFER - Q11, Q12, Q13 and Q14

We are looking to fund a proposal that:

- Sets out what the needs of bereaved dependents might be and your experience of working with this group (Q11)
- Sets out clearly what support you would propose to provide to bereaved dependents to meet these needs – what exactly this would look like from the point of view of the dependents, what timeframe would support be provided and how much it would cost on average. To note this endowment is not about the provision of memorial services – (honouring, recording and remembering the lives of emergency services personnel) but the provision of other forms of direct support to dependents (Q11)
- Sets out what application process would apply – exactly how the dependents would access the support provided and if any criteria would apply. We would want any application process to be light-touch but targeted on those dependents of relevant emergency services personnel including volunteers affected by a death while in active service in England (Q12)
- Explains how the offer would be promoted to ensure that all relevant emergency services personnel including volunteers are covered, for example through working through existing employers, relevant VCSE organisations and appropriate media channels (Q13)
- Recognises that there is already provision available to support families at a national and local level and sets out details of this provision. We do not want to duplicate or cut across this provision, nor do we want to confuse the landscape (especially from the point of view of families) – but build on any existing offers of support (Q14)

BUDGET AND IMPLEMENTATION PLANS - Q15 and Q16

We are looking to fund a proposal that:

- Sets out transparently the costs (including direct and indirect costs) of set up and ongoing management of the support offer that provides value for money (Q15)
- Provides details of the steps that will be required to set up the support offer and engage the relevant stakeholders, including a short project plan that highlights key milestones. (Q16)
- Provides details and sets out relevant experience (in for example the fields of bereavement support, working with emergency services families and/or personnel etc.) of the person who will be primarily responsible for the running of the programme. (Q16)